SiteManager
Training Manual

Module A
Chapter 2

Contract Administration (+)
Contract Records (+)
Contract Funding

Section A-2-5-1
Modifying Contract Funding

Student's Version

Indiana Department of Transportation
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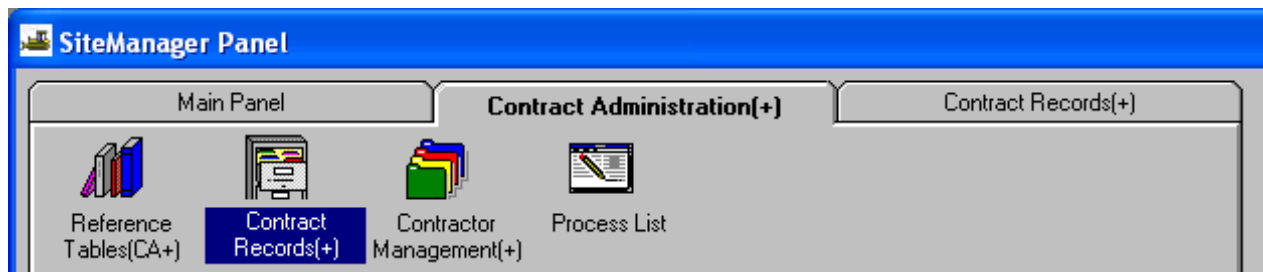# Updating Contract Funding Information

The funding for a contract is set up in the Contract Funding window.

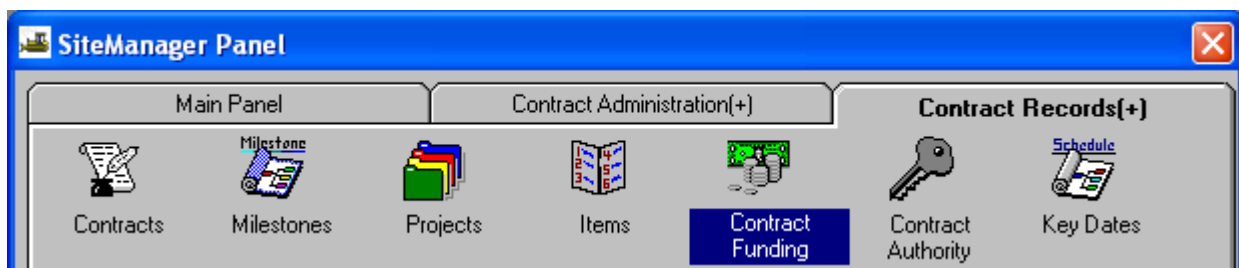The contract funding can be modified for the following reasons:
- A. Funds that have associated to the contract in Trns*port are associated to the contract. (page 4)
  - a. Additional information needs to be added to each fund.
  - b. An additional Dummy Fund entry is created for each set of priorities.
  - c. Additional information is added to the generic fields in the Projects window for each project on the contract.
- B. The amount of the fund has been modified (page 15)
- C. Additional funds are associated to a contract. (page 16)

"Double-click" on **Contract Administration** (+) located on the Main Panel.

"Double-click" on **Contract Records +)**

"Double-click" on **Contract Funding**.

The **Contract List** panel will open:

If the **Contract List** panel does not open then "click" on the **Open** 📂 button on the toolbar.

The bottom panel contains columns for:
- **Contract ID:** this is the identification number assigned to the contract.
- **Vendor ID:** this is the INDOT assigned number identifying the Prime Contractor.
- **Fed State Proj Nbr:** this is the assigned Federal or State Project Number.
- **Status:** this field indicates the current status of the contract, i.e. Pending, Active, Complete, Archived.
- **County:** this field contains a letter and number code identifying the county where the majority of the work is located.
- **Lvl 2:** this column indicates the District office administering the contract.
- **Lvl 3:** this column is not utilized by INDOT.
- **Lvl 4:** this column is not utilized by INDOT.
- **Location Description 1:** this column is the description of the physical limits of the contract.

Use the Scroll or Find, Filter, Sort technique to locate the appropriate contract. "Double click" on the appropriate **Contract ID.**

The Contract Funding panel lists the current funding specifications in the top panel. Data for the selected funding record is displayed in the bottom panel.

A. Funds that have associated to the contract in Trns*port are associated to the contract.

    a. Additional information needs to be added to each fund.

"Click" on the appropriate fund in the top panel. Verify that the contract ID corresponds with the appropriate Project Number. The following information needs to be added to each fund:

Purchase Order Number: **Purchase Order Nbr** is the number of the Purchase Order.
"Enter" the appropriate number in the **Purchase Order Nbr** field.

State Funding Code: **State Funding Code** is a code used to identify the fund.
"Enter" the appropriate code in the **State Funding Code** field.

Original Cap Amt: **Original Cap Amt** is the amount of the fund on the purchase order.
"Enter" the amount in the **Original Cap Amt** field.

"Click" on the **Generic Field** button located on the toolbar.

Federal Priority: **Federal Priority** is the priority listed on the purchase order. "Enter" the appropriate priority in the Federal Priority field.

P.O. Line Number Fiscal Year: **P.O. Line Number Fiscal Year** is the fiscal year that the portion of funds may begin to be used. P.O. Line Number Fiscal Year is required to be entered before saving the record.

"Enter" the appropriate P.O. Line Number Fiscal Year for the given Priority Number.

P.O. Line Number: P.O. Line Number is the PeopleSoft line number associated to the portion of funds that may begin to be used for the given P.O. Line Number Fiscal Year. P.O. Line Number is required to be entered before saving the record.

"Enter" the appropriate P.O. Line Number for the given Priority Number.

"Click" the **Generic Fields** ![FIELDS] button located on the toolbar to close.

Repeat steps on page 4 and 5 for each funding split for this priority.

"Click" the **Save** ![Save] button located on the toolbar.

Note: the following fields must match to all entries assigned to a Contract/Project/Category/Line Nbr (if applicable)/ priority level combination:
>   Purchase Order
>   P.O. Line Number Fiscal Year
>   P.O. Line Number

b. An additional Dummy Fund entry is created for each set of priorities. Review the funds associated to the project. Note the following information of the fund entry that contains the highest priority for the series of priorities for the project:

- Project Number
- Category Number
- Line Item Number
- Source Participation Percent
- Highest Priority Number in this series of priorities

Note: A non-participating item will have its own set of priorities and will need it's own dummy fund entry.

"Click" the **New**☐ button located on the toolbar to create a new entry for the dummy fund for the series of priorities.

Note: If the Dummy Funds are not associated to each set of priorities, then the funding calculations will not calculate correctly when estimates are generated and the estimate cannot be approved.

Project Number:
"Click" on the Project Number drop-down field.
"Click" on the Project Number that was noted at the top of the page in the Project Number field.

Funding Source Code:

"Click" on the **Funding Source Code** drop-down list.

"Click" on **ZZZ - Dummy Source Fund**.

Category Number:

"Click" on the **Category Number** drop-down list.

"Click" the category number noted on the previous page.

Line Item Number: **Line Item Number** is selected if this series of funds is for a Non-Participating Item.

"Click" on the appropriate **Line Item Number**, if applicable.

Purchase Order Number: Enter "CV" + Purchase Order Number in the Purchase Order Number field. Example: CV05022668

Source Participating Percent: "Enter" **100.00** in the **Source Participation Percent** field.

Priority Number: "Enter" one number higher than the Priority Number noted on page 5.
For example: If the highest priority for the set of priorities was noted as 1, then enter 2.

Original Cap Amt: Original Cap Amt remains **0.00**.

"Click" the **Save** 🖫 button located on the toolbar.

Repeat the steps beginning on page 6 to add the dummy fund to each set of priorities.

c. Additional information is added to the generic fields in the Projects window for each project on the contract.

"Double-click" on Contract Administration icon located on the Main Panel.
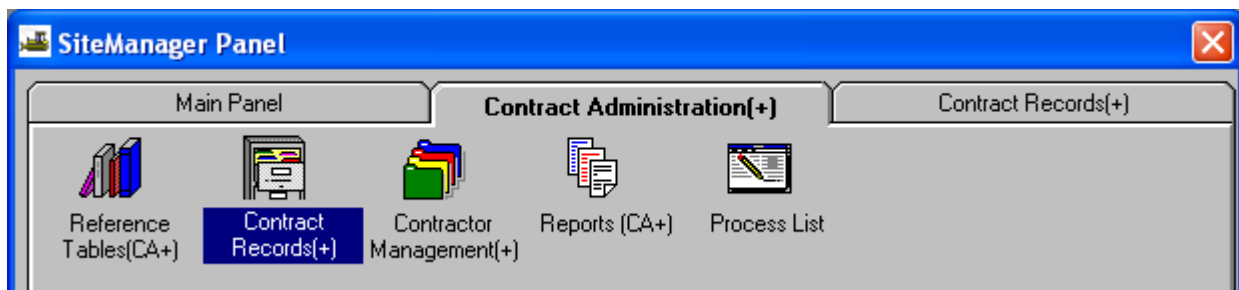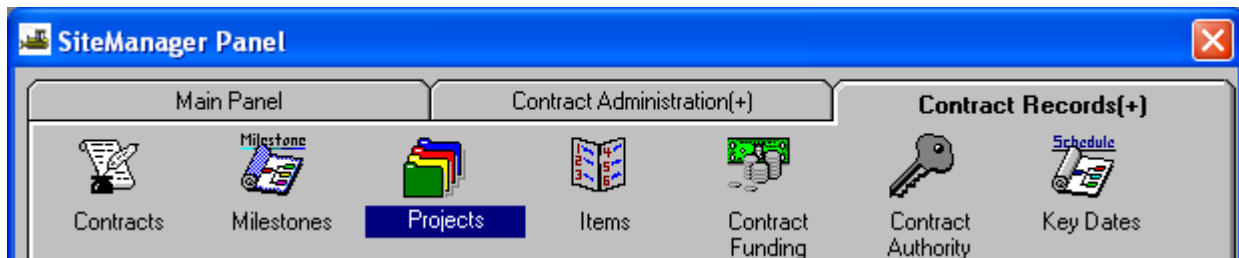
"Double-click" on **Contract Records**.

"Double-click" on **Project.**

If the appropriate Contact ID and Project ID is not selected, "click" on the **Open**
 button located on the toolbar.

"Double-click" on the appropriate **Contract ID**.

"Double-click" on the appropriate **PCN**.

"Click" on the **Generic Fields** button located on the toolbar.

Enter the following information with information from the Purchase Order:

Object: Enter the information located in the OBJ field of the Purchase Order in the **Object** field.

Location: Always "enter" 500 in the **Location** field.

Cost Acct: Enter the information located in the ACTV field of the Purchase Order in the **Cost Acct** field.

Fund: Always "enter" 400 in the **Fund** field

Function: Enter the last two number of the ORGN field of the Purchase Order in the **Function** field.

PO Date: Enter the date the Purchase Order was issued in the **PO Date** field.

Approp: Enter the first three numbers of the APPR. UNIT field of the Purchase Order in the **Approp** field.

"Click" the **Generic Fields** button located on the toolbar to close..
"Click" the **Save** button located on the toolbar.
"Click" the **Close** button located on the toolbar.

B. The amount of the fund has been modified

When the amount of a fund is modified, the Current Cap Amt field if modified to the new cumulative amount used from the fund.

Example: Original Cap Amount $78399.68
            Advice of Change $ 5000.00
            Current Cap Amount $83399.68

> Note: **The Current Cap Amt** cannot be less than the combination of the **Prev Estimates Amt Used + Current Estiamtes Amt Used**.

"Click" the **Save** 🖫 button located on the toolbar.

C. Additional funds are associated to a contract.

Review the funds for the project where the new fund is being added.

Locate the **ZZZ – Dummy Fund** associated to the set of funds where the new fund is being added. Note the Priority Order. The new fund that is being added will use this priority number.

Priority Order: Note the Priority Number of the ZZZ- Dummy Fund for the set funds the new fund will be added. This will be the Priority number that will be used on the new added fund. Increase the **Priority Number** of **the ZZZ – Dummy Fund** by 1. The Dummy Fund will always have the highest priority number of the funds in the set of priorities.

Example: If the ZZZ – Dummy Fund is 2 prior to adding a new fund, then change it to 3.

Note: Non-Participating items will have their own set of funds and priorities.

"Click" the **Save** 🖫 button located on the toolbar.

To add a new funding source to a contract "click" the **New** ⬜ button located on the tool bar.

Project Number: the **Project Number** is a unique number assigned to the project. Click on the **Project Number** drop down list and select the appropriate project.

Funding Source Code: **Funding Source Code** is coding assigned by procurement.
"Click" on the drop down arrow and "select" the appropriate **Funding Source Code**.

Funding Source Description: Funding Source Description is automatically populated once the **Funding Source Code** has been selected.

Funding Source Code: **Funding Source Code** is coding assigned by procurement.
"Click" on the drop down arrow and "select" the appropriate **Funding Source Code**.

Funding Source Description: Funding Source Description is automatically populated once the **Funding Source Code** has been selected.

Category Number: Category Number is a grouping of Items assigned during the design phase. Items can be grouped within Categories for various funding reasons. "Click" on the drop down arrow and "select" the appropriate **Category Number**.

Source Participation Percent: **Source Participation Percent** is the percentage of the total amount in the Project/Category provided by the Funding Source. (For example, many federal aid Funding Sources provide 80% of the funding for the Project/Category.). This is a required field; a valid percentage is between 1 and 100.

"Click" in the **Source Participation Percent** field and enter the appropriate percentage.

Priority Order: Priority Order indicates the order in which funds are appropriated to the Contract.

"Click" in the **Priority Order** field and enter the Priority Number that was previously associated to the ZZZ - Dummy Fund.

Line Item Number: **Line Item Number** is the Project Line Item Number of a Non-Participating item on the project. The Non-Participating Items have their own Funds and set of priorities within the project.

"Click" on the drop down arrow and "select" the appropriate **Line Item Number** if the item is a Non-Participating Item

Contract Funding

Contract ID: R -90001

Contract ID	Project Number	Category Number	Line Item Number	Funding Source Code	Funding Source Description	Priority Order	Source Partici- pation Percent
R -90001	9620710	0001		H24	STP-FLEX-STEA	1	80.00
R -90001	9620710	0001		01	STATE FUNDS	1	20.00
R -90001	9620710	0001		ZZZ	DUMMY SOURCE FUND	2	100.00
R -90001	982071A	0001		H24	STP-FLEX-STEA	1	100.00
R -90001	982071A	0001		ZZZ	DUMMY SOURCE FUND	3	100.00
R -90001	982071A	0001		01B	STATE FUNDS PRIORITY 2	2	100.00

Project Number: 982071A
Funding Source Code: 01B   Funding Source Description: STATE FUNDS PRIORITY 2
Category Number: 0001   Source Participation Percent: 100.00   Priority Order: 2
Line Item Number: Combine: ○ Like Item Code / ○ Proposal Num / ● None
Local Agreement Nbr: 0
Fed/State Project Nbr: 3387005
Purchase Order Number: 05022670   Related Item:
State Funding Code: 405   Proposal Line Nbr:
Original Cap Amt: 15000.00   Prev Estimates Amt Used: 0.00
Current Cap Amt: 15000.00   Current Estimate Amt Used: 0.00

Local Agreement Nbr: Local Agreement Nbr are numbers used to identify an agreement between a local authority and the INDOT. The agreement defines the funding provided by the local authority with regard to a particular Contract. "Click" in the **Local Agreement Nbr** field and "enter" the appropriate number, if applicable.

Federal/State Project Nbr: **Federal/State Project Nbr** is the number assigned for the Federal/State Project Number.
"Enter" the appropriate number in the **Federal/State Project Nbr** field.

Purchase Order Nbr: Purchase Order Nbr is the number of the Purchase Order.
"Enter" the appropriate number in the **Purchase Order Nbr** field.

Original Cap Amt: Original Cap Amt is the original amount of funding from the fund. "Enter" the appropriate number in the **Original Cap Amt** field.

Current Cap Amount: is the funding amount from the purchase order for the selected fund. Additional funds from Advice of Change form associated to the selected funding source will modify the **Current Cap Amount**.

Previous Estimate Amt Used: Previous Estimate Amt Used is the amount used from the selected fund on approved estimates.

Current Estimate Amt Used: Current Estimate Amt Used shows the current generated estimate amount for selected funding source.

"Click" the **Save** 💾 button located on the toolbar.

The funds will be sorted.
"Click" on the fund that is being added located in the top panel.

"Click" on the **Generic Fields** button located on the toolbar.

Federal Priority: **Federal Priority** is the priority listed on the purchase order. "Enter" the appropriate priority in the Federal Priority field.

P.O. Line Number Fiscal Year: **P.O. Line Number Fiscal Year** is the fiscal year that the portion of funds may begin to be used. P.O. Line Number Fiscal Year is required to be entered before saving the record.

"Enter" the appropriate P.O. Line Number Fiscal Year for the given Priority Number.

P.O. Line Number: P.O. Line Number is the PeopleSoft line number associated to the portion of funds that may begin to be used for the given P.O. Line Number Fiscal Year. P.O. Line Number is required to be entered before saving the record.

"Enter" the appropriate P.O. Line Number for the given Priority Number.

"Click" the **Generic Fields** button located on the toolbar to close.

"Click" the **Save** button located on the toolbar.

Note: the following fields must match to all entries assigned to a Contract/Project/Category/Line Nbr (if applicable)/ priority level combination:
      Purchase Order
      P.O. Line Number Fiscal Year
      P.O. Line Number

"Click" the **Close** button located on the toolbar.

Updating Contract Funding Information

A-2-5-1 Group Exercise

A second Purchase Order has been created for Contract R -90004.   Add the funds to the contract.

Login   update
Password   pass

Purchase Order Information:
Purchase Order Number: 05022887
Project: 9620710
Category   0001
Fund Source Code   State Funds Priority 2
Source Participation Percent 100
Federal/State Project Number 3387005
State Funding Code   401
Original Cap Amount $5,000.00
Federal Priority   02
P.O. Line Number Fiscal Year 05
P.O. Line Number   1

Double-click on **Contract Administration (+)**
Double-click on **Contract Records (+)**
Double-click on **Contract Funding**
Click the **Open** button
Select Contract ID   R -90004
Top Panel: Select the Dummy Fund entry for Project 9620710
Bottom Panel: Enter Priority Order   3
Click in the Bottom Panel
Click **New**
Project Number   9620710
Funding Source Code   01B
Category Number   0001
Source Participation Percent   100
Priority Order   2
Federal/State Project Number   3387005
Purchase Order Number   05022887

State Funding Code   <u>401</u>
Original Cap Amount   <u>$5,000.00</u>
Click on the **Generic Fields** button located on the toolbar
Federal Priority   <u>02</u>
P.O. Line Number Fiscal Year   <u>05</u>
P.O. Line Number   <u>1</u>

"Click" on the **Generic Fields** button located on the toolbar.
"Click" **Save**.
"Click" **Close**.